



State of Alabama Personnel Department
64 North Union Street
Montgomery, AL 36130-4100
Phone: (334) 242-3389 Fax: (334) 242-1110
www.personnel.alabama.gov
Continuous Announcement

CORRECTIONAL OFFICER TRAINEE – 60710

Salary: \$50,712.00*

Starting salary upon initial appointment to the merit system may be based on various factors.

*Special Recruitment Salary

Note: Location pay differentials available for medium (5%) and maximum (10%) security prisons.

Announcement Date: April 18, 2018

Revised Date: March 22, 2023

JOB INFORMATION

The Correctional Officer Trainee is a permanent, full-time position with the Department of Corrections. Positions are located throughout the state. This is correctional security work as a trainee that consists of formal and on-the-job training of the policies and procedures associated with the custody and rehabilitation of inmates within a correctional institution. No written examination is required. No employment register is maintained. Applicants meeting the qualifications are required to apply directly with the Alabama Department of Corrections Jobs (adocjobs.us).

MINIMUM REQUIREMENT(S)

- Applicants must possess a high school diploma or GED certificate (copy will be required during hiring process)
- Applicants must be 19 years of age or older
- Applicants must provide one of the following during the hiring process: (1) valid certification of having passed the Basic Ability Test (BAT) for Law Enforcement Officers (also called ACT WorkKeys OR (2) proof of possession of an Associates degree or higher from an accredited college or university (copy of diploma and/or transcript will be required).
- NOTE: Applicants previously certified by APOSTC are not required to take the BAT, provided they have been active within the last ten (10) years.

ADDITIONAL REQUIREMENT(S)

- Applicants must be a U.S. Citizen at the time of appointment.
- Applicants must possess a valid driver license from their State of residency.
- Applicants must meet APOSTC requirements, designated agency training, and other specialized training during the probationary period.
- Applicants must participate in a Pre-Employment Physical Assessment (assessment requirements can be obtained from the "Employment Opportunities for Correctional Officers" on the ADOC website).
- Applicants must successfully complete a background investigation which includes a fingerprint-based criminal history background check and drug screening. Applicants with a felony and/or domestic violence conviction are not eligible for employment.
- If an applicant is a veteran of the armed forces of the United States, their discharge must be under honorable conditions.

NOTE(S)

- Questions may be directed to the Department of Corrections at (334) 353-9510.
- Applicants are subject to assignment anywhere within the State.

EXAMINATION

- Completion of the BAT (see attached)

HOW TO APPLY

- The State Personnel Department does not schedule applicants for the on-site exam. Application for this classification should be submitted directly to the Department of Corrections in person on the day of testing.
- An Application for Examination Form is available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school**** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.



Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building

Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

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MEMORANDUM

DATE: February 15, 2023
TO: Applicants for Correctional Officer Trainee
FROM: State Personnel
SUBJECT: Testing Information

Basic Abilities Test (BAT) Requirement:

- **What is the BAT?** The BAT is also known as the ACT Workkeys.
- **What sections of the BAT am I required to take?** The three segments you are required to take are 1) Reading for Information (Workplace Documents), 2) Location Information (Graphic Literacy), 3) Applied Mathematics.
- **Where can I take the BAT?** You can take the BAT at any community college in your state of residence. You may contact the Alabama Department of Corrections (ADOC) for additional information.
- **When should I take the BAT?** You must successfully complete the BAT before you are eligible for appointment as a Correctional Officer Trainee.
- **What is a passing score on the BAT?** You must score a 3 or higher on each segment of the BAT to pass.
- **How much does the BAT cost?** A fee of \$15 per section (\$45 total), payable to the community college is required prior to testing.

Applicants must attend one of the following on-sites (refer to the ADOC website for more information).

2023 On-site Testing Schedule

*February 17, 2023	Fountain Correctional Facility	* August 4, 2023	Limestone Correctional Facility
*March 3, 2023	Bibb Correctional Facility	* August 18, 2023	Staton Correctional Facility
*March 31, 2023	Donaldson Correctional Facility	* September 22, 2023	Ventress Correctional Facility
*April 14, 2023	Staton Correctional Facility	* September 29, 2023	Fountain Correctional Facility
*May 12, 2023	Ventress Correctional Facility	* October 20, 2023	Bibb Correctional Facility
*June 2, 2023	Fountain Correctional Facility	* November 3, 2023	Donaldson Correctional Facility
*June 16, 2023	Bibb Correctional Facility	* November 17, 2023	Staton Correctional Facility
*July 21, 2023	Donaldson Correctional Facility	* December 1, 2023	Ventress Correctional Facility

***Please note all testing dates are on Friday**

If you need additional information, please contact ADOC Personnel Division's Correctional Officer Unit at (334) 353-9510 or www.doc.alabama.gov.